

March 1966

ARCHIVES & RECORDS CENTER PLAN FOR EMERGENCY OPERATIONS

I. NOTIFICATION OF PERSONNEL

1. During normal working hours the Records Center personnel will be notified by the Chief, Records Center.
2. After normal working hours, the Records Center personnel will be notified [redacted] All personnel will report immediately to the Records Center. The first person to arrive will attempt to make certain that all other A&RC personnel have been notified.

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II. IMMEDIATE ACTION TO BE TAKEN

1. Set up Request and Information Desk, to receive telephone requests and give information to personnel coming to the Records Center in person.
2. Turn Vital Records over to proper components.
3. Vacate office space for assigned officials.
4. Set up tables and chairs in stack areas.
5. Ready IBM machines.
6. All Archives and Records Center personnel move to Reference Area.

III. ASSIGNMENT OF PERSONNEL

1. Chief, Archives and Records Center will coordinate the overall Archive and Records Center participation in Agency Emergency Operations.
2. Asst. Chief, Archives and Records Center will supervise the preparation of the Records Center for Emergency Operation and the carrying out of the Emergency Program.
3. The following persons will service requests for documents from the VM collection: [redacted]

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